

**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, July 27, 2009 in Room 161 – AG & Extension Center, 1150 Bellevue Street, Green Bay, WI.

Present: Norb Dantine, Bernie Erickson, Mike Fleck, Dan Haefs, Dave Kaster.
Also Present: Tom Hinz, Judy Knudson, Jack Krueger, Brian Lamers, Chuck Larscheid, Tom Miller, Chuck Lamine, John Luetscher, Jayme Sellen, Mark Walter.
Other Interested Parties.

I. Call Meeting to Order:

Meeting called to order by Chairman Bernie Erickson at 7:18 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve the agenda. No vote taken.

Chair Erickson asked to move Item No. 2 to between Items No. 17 and No. 18. He also stated that Items No. 3 and No. 6 are the same; so he requested that Item No. 6 be deleted.

Motion made by Supervisor Dantine and seconded by Supervisor Kaster to approve as modified. MOTION APPROVED UNANIMOUSLY.

(Although shown in proper format here, items were taken out of order.)

III. Approve/Modify Minutes of June 22, 2009, and Special June 30, 2009:

Motion made by Supervisor Fleck and seconded by Supervisor Dantine to approve. MOTION APPROVED UNANIMOUSLY.

1. Review Minutes of:

- a. **Code of Ordinances Chapter 21 Subdivisions Update Technical Advisory Committee (TAC) (3/26/09)**
- b. **Harbor Commission (6/8/2009)**
- c. **Planning Commission Board of Directors (6/3/2009)**
- d. **Planning Commission Board of Directors Chapter 21 Subdivisions Ordinance Revision Subcommittee (5/28/2009)**

Motion made by Supervisor Dantine and seconded by Supervisor Kaster to suspend the rules and take 1a, b, c, & d together. MOTION APPROVED UNANIMOUSLY.

**Motion made by Supervisor Dantine and seconded by Supervisor Kaster to receive and place on file 1a, b, c, & d.
MOTION APPROVED UNANIMOUSLY.**

(Item No. 3 taken next.)

Communications

2. Communication from Supervisor Erickson re: Look into burning garbage & waste in Brown Co:

Chair Erickson explained to Chuck Larscheid, Solid Waste Department Director, that he is not requesting an immediate response to this; however, in light of the increased landfill fees by the State, he is interested in cost factors, numbers of incinerators, etc. In addition, Chair Erickson would like to know if some of the municipalities would find this favorable in order to reduce "tipping fees." Chair Erickson would like Mr. Larscheid to determine whether or not the tipping fees could cover the cost of the design and infrastructure of such a facility and also research the possibility of garbage-to-energy.

Motion made by Supervisor Dantine and seconded by Supervisor Haefs to refer to Staff to update monthly. MOTION APPROVED UNANIMOUSLY.

(Item No. 18 taken next.)

Bay-Lake Regional Planning Commission/Planning Department

3. Project Report Presentation 2001 Forward:

Mark Walter, Executive Director of Bay-Lake Regional Planning Commission (RPC) reviewed the report of Bay-Lake RPC activities. Mr. Walter noted that 50-60 percent of the current projects are "local projects throughout the region we cover. The other 40 (percent) are regional projects..."

Chair Erickson asked Mr. Walter to return and update the Committee at the December meeting on the accomplishments during the remainder of 2009 and anticipated projects for 2010.

Motion made by Supervisor Fleck and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Planning & Land Services

Planning Commission

4. Grant Application Review (#09-32): Climate Showcase Communities:
Chuck Lamine, Planning Director, stated that by partnering with Bay-Lake RPC, Brown County was able to strengthen this application.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to approve. MOTION APPROVED UNANIMOUSLY.

Supervisor Haefs questioned the contributions of Bay-Lake RPC in Brown County projects. Mr. Lamine stated that his goal is to "manage Bay Lake like it's another one of our staff people...to make sure that I can show you guys you've got your \$85,000 worth..."

Supervisor Krueger noted that Brown County pays \$75 in annual dues to the Glacierland Resource Conservation and Development who can provide assistance in grant-writing and many other areas. He recommended utilizing the services of that organization more often and taking advantage of those available opportunities. Chair Erickson suggested inviting Greg Hines of Glacierland to the next Committee meeting.

5. **Report regarding Brown County Planning Commission activities:**
Mr. Lamine reviewed the report outlining the services provided by the Brown County Planning Commission. He stated that the total tax levy for this department is about 37 percent without Bay-Lake RPC and approximately 44 percent with Bay-Lake RPC. Mr. Lamine said that because of the need to reduce staff, it is his goal to increase the partnership with Bay-Lake RPC.

Chair Erickson suggested that Mr. Lamine present an update to the Committee at the same time as the Bay-Lake RPC update.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY.

6. ~~**Report regarding Bay Lake Regional Planning Commission activities:**~~ (See Item No. 3)

7. **Staff update on potential sale and development options of land south and east of the Brown County jail site:**
Mr. Lamine stated that the VA is interested in locating a new 160,000 square foot "mega-clinic" in Brown County that would employ 250 people, and Brown County submitted a proposal for consideration of land (approximately 25 acres) at the County farm property. There have been meetings with the Schmitt Park Neighborhood Association and the Lake Largo Neighborhood Association in the past month; and general support of the project, with some conditions, has been received.

Supervisor Krueger stated that he has been working with the County Veterans Office and with Congressman Kagen, who has been instrumental in bringing this surgical clinic to Brown County. He stated that he thinks this is a tremendous plus. He also said the Hwy. 41 requirement had been broadened; and within the past 2 months the VA has decided that the location should be on the northeast side of Green Bay in Brown County.

Chair Erickson stated that this could be an economic boost to the area, in addition to the 250 jobs.

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Highway/Planning Commission

8. Updates on CTH GV (standing item):

Motion made by Supervisor Kaster and seconded by Supervisor Dantine to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Highway

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to suspend the rules and take Items No. 9 and No. 11 together. MOTION APPROVED UNANIMOUSLY.

9. Review of Rights of Landowners – Wisconsin Statutes:

Cleo Klubertanz, Brown County Highway Department--Driveway & RW Permits, stated Brown County follows the rules and procedures outlined in "THE RIGHTS OF LANDOWNERS Under Wisconsin Eminent Domain Law." He stated that the landowners receive this pamphlet at least 2 weeks prior to contact by Brown County. Mr. Klubertanz summarized the process for the Committee.

Supervisor Haefs commented that he thinks landowners are treated fairly moneywise. Although he appreciates that there can be sentimental concerns, Supervisor Haefs indicated that, concerning the rights of the property owner, they do have a lot of protection in these situations.

Supervisor Kaster expressed concern about the value of the remaining properties after a project is completed. He stated that at times landowners end up with property that, because of the completion of the project and the resulting changes in that area, could become unsellable due to no fault of their own.

Mr. Klubertanz estimated that there are approximately 30-40 eminent domain situations annually in Brown County.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file Items No. 9 and No. 11. MOTION APPROVED UNANIMOUSLY.

10. June 2009 Budget to Actual:

Motion made by Supervisor Fleck and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY.

(Item No. 12 taken at this time.)

11. Review State Formula or Procedure Pertaining to County Obtaining Property:

(See Item No. 9 for Motion.)

12. Discussion with Possible Action re: Leftover Funding from HwyV/LimeKiln Project:

Brian Lamers, Highway Commissioner, stated that these are bonded funds. A portion (approximately \$250,000) will be spent to recondition the road. The

remaining funds can be used either on any other projects listed in that bonding or it will be sent back to pay off interest payments.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY.

13. Director's Report:

Mr. Lamers distributed a draft of the Highway Department Union Lead Worker job description (copy attached). Chair Erickson stated that this should be on the agenda for next month.

Mr. Lamers distributed a summary of Highway Department employees working over 12 hours (copy attached).

Mr. Lamers stated that there were 6 internal candidates for the Assistant Superintendent position that should be interviewed in mid-August. He has asked a State Department of Transportation representative who would not know the candidates to assist in these interviews.

Mr. Lamers said the roundabout on Highway EB should be open in August. He also emphasized that the project on Highway GV needs to be completed by June 2013 in order to obtain Chip-D Funds in the amount of \$450,000.

At this point Mr. Haefs referred to the attachment concerning employees working over 12 hours. He indicated that he wanted to emphasize that the Highway Department never manipulated the system to create 12-, 13-, and 14-hour days and said "That's the key issue here." He continued by saying the Highway Department's overtime has always been by need. Chair Erickson asked that this report be continued monthly for the time being.

Motion made by Supervisor Dantine and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Airport

14. Legal Opinion from Corporation Counsel John Leutscher regarding the Gift Shop Minimum Annual Guarantee:

Attorney John Leutscher reviewed the terms of the contract and distributed a hand-out showing some examples for clarification (copy attached). He explained that this is the 3rd year of a 10-year lease. The Minimum Annual Guarantee (MAG) is \$114,400 this year or 16 percent of gross receipts whichever is greater; this is payable on a monthly basis in the amount of \$9,533 per month. The abatement clause in the lease provides relief to the tenant if the number of persons boarding flights falls significantly; if the number of enplanements is lower than 75 percent of the number of enplanements for the same month in the preceding year or the year immediately preceding the contract year (2006) then the MAG is abated and tenant simply pays 15 percent of gross receipts. Mr. Leutscher stated that in 4 of the first 6 months, the MAG has been abated. He also stated that although this is a complicated lease, he has been told that this is common to the industry.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to suspend the rules to open the floor. MOTION APPROVED UNANIMOUSLY.

Mr. Jack Hill, 4551 Reforestation Road, Green Bay, Wisconsin, addressed the Committee. He stated that he has not received the June results as of today. He continued that the economy is having a greater impact than the traffic count, because "our sales figures are continuously going down." He estimates paying 26 percent of his gross sales for rent in 2009. He stated that he has been a partner of the County for almost 40 years, and that he has taken all the risk, invested all the dollars, and has guaranteed the County rent which is "5 times which you can rent for the top mall in the state right now." He stated that he thinks the MAG needs to be reassessed. He explained that it is a matter of survival if he is required to guarantee \$10,000 per month. He expressed concern as to whether or not he would be required to pay the abated amounts at year-end.

Mr. Leutscher stated that there is a procedure in the lease requiring reconciliation in case one has overpaid the other (the MAG vs. the 16 percent) at year-end; and this pertains to those months that the MAG was paid. Mr. Leutscher said once the rent has been abated for a month, there would not be a requirement to pay more for rent for that month.

Supervisor Haefs asked for clarification since both parties agree with the interpretation of the lease. He pointed out that Mr. Hill has a protection that most businesses do not have. Mr. Hill explained that the MAG amounts to \$60 per square foot and in these times that amount is exorbitant. Supervisor Haefs asked for clarification again as to what Mr. Hill was requesting. Mr. Leutscher explained that Mr. Hill would like to renegotiate the balance of the lease reducing the MAG to \$5,000 per month or \$60,000 per year and leave the percentages. Mr. Hill agreed. Supervisor Haefs explained that he is hesitant to make a decision tonight to renegotiate this lease, because many taxpayers are experiencing the economic trends without a protection like the one already built into this lease.

Chair Erickson asked about the other businesses located at the airport and whether or not those businesses had the same type of contract. Mr. Leutscher stated that his understanding is that all the businesses there are under a similar structure—either a percentage of gross or MAG. Mr. Hill stated that basing his rent on traffic count was fine when the contract was initiated; however, it is not affordable now.

Mrs. Donna Hill, 4551 Reforestation Road, Green Bay, Wisconsin, stated that many products had to be discontinued because of new rules by the TSA (Transportation Security Administration). She said the traffic is just not there.

Mr. Hill said the County put a sign in front of his shop that says "Cheese Shop." He said the restaurant is selling package cheese and is paying half the percentage that he is. He continued by saying that he was told there is no exclusives in the airport; however, he cannot sell bottles of water, because it is a restaurant exclusive.

Motion made by Supervisor Haefs and seconded by Supervisor Kaster to return to regular order of business. MOTION APPROVED UNANIMOUSLY.

Supervisor Krueger said that when this contract was drawn up, he understood that the choice was to sign with a local business person. That weighed heavily in the decision of the Board even though that was not the recommendation of the Staff at that time. He opined that he thinks there have been some concessions made already. He stated that he knows of a restaurant that is experiencing a decrease of 62 percent in business, and the expenses for that restaurant continue. He did not support reopening the contract at this point, because the other businesses at the airport will come in to have contracts renegotiated.

Supervisor Haefs verified with those present that the agreement had not been burdensome until this year due to the down-turn in the economy. He continued by saying if the long-term trend at the airport showed reduced enplanements, he would be more willing to renegotiate the terms. However, he stated at this point in time he would leave it at it is, monitor it, and address it in the future.

Supervisor Fleck asked for additional information on the "cheese issue." Tom Miller, Airport Director, explained that his understanding was that the cheese issue with the TSA came up before this contract was negotiated with the gift shop. And he said this has to do with spreadable/pourable product that is not allowed by the TSA. However, blocks of cheese can be sold. He said there is a procedure wherein the gift shop could sell bottles of wine and deliver those to the passenger on the plane; however, the gift shop has chosen not to do that.

Supervisor Fleck asked about the exclusive sales with the restaurant. Mr. Miller explained: Until 1997 the Hills could not sell any food products whatsoever. Retail space became available; and the Hills chose to occupy that space provided they could sell food items. The restaurant operator conceded their exclusive agreement with the airport to allow the Hills to sell packaged cheese and food products as long as they were not packaged in single-serving-size containers.

Supervisor Fleck stated that he does not think there is reason to change the contract at this time. Supervisor Haefs said the downturn in economy does not trigger the renegotiations here and opined that it was a little soon to start that process. Supervisor Haefs said it would be only fair to renegotiate all of the contracts at the airport.

Mr. Hill asked about the issue of allowing the restaurant to sell cheese, and questioned why his shop cannot sell bottled water. He said that Mr. Miller indicated that there are no more exclusives because of Federal subsidies. Mr. Miller stated that any new leases that are negotiated are no longer exclusive, and the restaurant lease expires in May, 2010. Conditions of the new lease will not include any exclusives; but until the lease expires, the restaurant still has the exclusive authority to sell the other food items.

Supervisor Kaster expressed concern about the effects on the contracts with other vendors; he said he does understand what the Hills are going through because of the numerous calls he has received from those concerned about

paying their taxes. Chair Erickson said because he is in commissioned sales, he is aware that sales are down dramatically, too.

Supervisor Dantine requested that information concerning enplanements could be received monthly for the next few months. Mr. Miller will add to the financial section of his monthly report.

Motion made by Supervisor Haefs and seconded by Supervisor Dantine to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Supervisor Haefs wanted to inform Mr. and Mrs. Hill that this is a Committee recommendation; and Mr. and Mrs. Hill can present this issue to the County Board on the 3rd Wednesday of each month. Chair Erickson explained that there is a time during the beginning of the County Board Monthly Meeting when comments from the public regarding agenda items are allowed; and if the Hills wish to address the County Board, they should bring any handouts and speak at that time.

15. Roof Bid Replacement on the Terminal (bid tabulation sheet to be distributed at meeting):

Mr. Miller stated that there is a section of the terminal building that is over 20 years old and occasionally leaks. He said it is a budgeted item in the 2009 Budget, and the low bidder is Northern Metal & Roofing. Mr. Miller reported that the optional bid is to re-roof a section of the canopy area by the main entrance which has been an on-going problem for the past couple of years. He explained that in the spring when temperatures rise above freezing during the daytime, the water runs down onto the sidewalk and then freezes when the temperatures drop. Mr. Miller recommends that both of those be approved for the low-bidder.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to accept Northern Metal & Roofing as the low-bidders. MOTION APPROVED UNANIMOUSLY.

Supervisor Dantine asked if Northern Metal & Roofing had been checked out; Mr. Miller stated that this all went through Purchasing, so he is assuming this has been done. Mr. Miller also stated that Northern Metal & Roofing had done work for Brown County in the past.

16. Airport Financials:

Mr. Miller stated that through the end of June the expenses are under budget. He explained that while the revenue is down, it does not reflect the stimulus grant for \$2.265 million to repair a portion of the north-south runway. It also does not include the snow removal equipment building that will be bid on Friday by the State, which will utilize Federal Aviation Administration (FAA) grant dollars. He summarized by saying he is not worried about the status of the budget.

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY.

17. Director's Report:

Mr. Miller said he will be going to the Chamber of Commerce Board Meeting on Thursday morning to present an update on the airline service status for Green Bay. He said he has made several airlines visits; some have been more beneficial than others. United has added several trips to Chicago and are looking at other possibilities. He indicated that he felt the trip to Delta in Atlanta was frustrating; because Delta has in place an unchangeable plan that will affect virtually all Wisconsin airports. This plan restricts flights from bypassing Delta hub locations, thereby eliminating direct flights into Green Bay from Atlanta and other locations. When Supervisor Kaster asked the reason for this, Mr. Miller explained that Delta has purchased a lot of airplanes.

Supervisor Dantine asked if there was any progress on the issue of burning garbage from international flights. Mr. Miller said there was a ceremonial sterilization of the first international trash on July 20; this was for trash from an international flight from Iceland that was sterilized according to USDA requirements. He stated that "the word is getting out; we've created a brochure; and US Customs is using that brochure this week down at EAA (Experimental Aircraft Association)...to corporate travelers who regularly come in from Europe. So we are hoping to develop that, and we have taken out several ads in trade publications to try to promote it."

Mr. Miller continued by saying the full-scale, tri-annual airport emergency exercise is August 5, 2009. People will start arriving about 9:00 a.m., and the exercise will continue until about noon. This will include simulated victims, ambulance response, triage, and handling of a major disaster. Emergency government, Red Cross, Salvation Army, and many fire and police departments will participate. He estimated involving about 300 people.

Concerning the Highway 41 project, Mr. Miller stated that there is a meeting with the DOT (Department of Transportation) in September to address the issue of two storm water retention ponds that are being proposed as a part of that reconstruction. (Because these are within 10,000 feet of one of the runways at the airport, this is not allowed under FAA regulations.)

Chair Erickson asked if an increase in traffic and fuel sales was expected due to the events being held at the EAA. Mr. Miller estimated about 150 airplanes during that time. He said, for the most part, they are smaller airplanes; so fuel sales would not be greatly affected.

Motion made by Supervisor Fleck and seconded by Supervisor Dantine to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Port & Solid Waste

(Item No. 2 taken at this time.)

18. Foreign Trade Zone Subzone Operations Agreement – Request for Approval:

Mr. Larscheid reported that this is a 5-year agreement, and Brown County would be paid \$250 for each month that machinery is worked on. He indicated that

there had not been much activity in the other subzones during the past couple of years. Further, it does not cost Brown County anything.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to approve. MOTION APPROVED UNANIMOUSLY.

19. Resolution re: To increase Brown County's Solid Waste Disposal Fee by the Current State of Wisconsin Increase:

Mr. Larschied stated that this has been discussed in the past. Brown County currently pays \$30 per ton, and the State is increasing this to \$37.10 per ton. He said even if this gets passed, Brown County will be losing \$500,000 in the funds this year.

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve. Vote taken. Ayes: 4 (Dantine, Erickson, Fleck, Kaster); Nays: 1 (Haefs). MOTION CARRIED.

Chair Erickson reported that he called Senator Dave Hansen and asked about this issue. He said Senator Hansen told him that there is garbage coming in from across the state line. When Chair Erickson challenged this, Senator Hansen told him that this was interstate commerce. Chair Erickson expressed that he did not accept this.

Supervisor Haefs opined that sending resolutions "means nothing" and that the County Board should take a more public stance, such as carrying signs around the State Capitol in protest or printing checks that are physically large to present to Governor Doyle from the taxpayers of Brown County. He said you almost need civil disobedience in these areas to produce results and has been told that there are numerous items in the State Budget being passed on to Brown County to collect from its taxpayers.

Supervisor Krueger said that the people to blame are those who passed the State Budget.

20. Director's Report:

Mr. Larscheid reported the following:

- The single-stream open house went well; there were about 400 people on July 13.
- There is an effort with the solid waste consultant to determine the reason that only 75 percent of the expected landfill gas is being received from the gas-energy system.
- The stimulus grant through the National Oceanic and Atmospheric Association for CAT Island was rejected, so those funds will not be available.
- Concerning Fox River pcb (polychlorinated biphenyl) cleanup, there is discovery by attorneys taking place now for the lawsuits by paper mills

against Brown County, Green Bay, and the Corps of Engineers. The attorneys are sending affidavits, etc. pertaining to the navigation channel dredging over the years. Through February, 2009, 80 percent of Brown County's legal fees have been paid by the insurance company. Brown County has to pay the remaining 20 percent. There have been no developments yet, and Brown County continues to fight that lawsuit.

- The new contract for the transfer station with Badgerland Hauling starts August 1. A "punch list" of items has been started, as though this is a new contractor, in order to have any damage to the facility, etc. addressed prior to the August 1st start of the new contract. Badgerland is also hauling recyclables to the new single-stream facility as of June 29.
- There has been work with staff subcommittee to coordinate Brown County's effort for emerald ash borer that has recently been found in the area.
- Work is taking place with Outagamie and Winnebago Counties to expand contracted household hazardous waste services in an effort to generate revenue for Brown County.

Motion made by Supervisor Fleck and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY.

After conversation, Judy Knudsen, Family Living Education Department Head at UW Extension, stated that she would include an item on the August agenda concerning the emerald ash borer.

UW Extension

21. Grant Application Review (#09-31): Brown County Fruit and Vegetable Access Audit:

Ms. Knudsen said this is an audit to look at some of the needs of the low income population and access to nutritious foods using State dollars. She further stated that this is a 1-year grant.

Motion made by Supervisor Kaster and seconded by Supervisor Dantine to approve. MOTION APPROVED UNANIMOUSLY.

22. Resolution re: Change in Table of Organization UW-Extension Department Addition of Limited Term Employee (Fruit and Vegetable Access Coordinator):

Ms. Knudsen said this would be paid for by the Grant (Item No. 21) with no Brown County dollars.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to approve. MOTION APPROVED UNANIMOUSLY.

- 23. Resolution re: Change in Table of Organization UW-Extension Department Addition of Limited Term Employee (Healthy Lifestyles Youth Coordinator):**
Ms. Knudsen said these are Federal dollars received by the Boys and Girls Clubs. Then the Boys and Girls Clubs contract with UW-Extension Department to provide nutrition education to the children who go to Boys and Girls Clubs. She said this is all external dollars.

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve. MOTION APPROVED UNANIMOUSLY.

24. Director's Report:

Ms. Knudsen reported that emerald ash borer was found Thursday near the Neville Public Museum. There will be a press release by the DNR (Department of Natural Resources). There is an internal Brown County committee working on this with staff in the Planning Department, UW-Extension, Port Solid Waste, Emergency Government, and a group of urban foresters. Although it is not known how widely spread this is, Ms. Knudsen stated that typically if there is one, there are lots of them. She also stated that they are oftentimes found near water. She said she will have the horticulture educator attend the next meeting with a short presentation.

Ms. Knudsen said that a lot of time is being spent working with farmers to help them remain financially viable with the current milk prices and the drought situation. Supervisor Kaster asked for information concerning where those at local farmers' markets are coming from—whether they are local farmers or not. Ms. Knudsen will e-mail the Committee with that information. Supervisor Haefs cautioned the Committee on this because Brown County farmers could be taking produce to other areas as well. She said there are also efforts to start an 8th community garden for next year, because there is a demand.

Ms. Knudsen reported that UW-Extension is getting ready for the Brown County Fair in mid-August; and it looks like everything is on course.

Ms. Knudsen distributed the UW-Extension financial reports (copy attached).

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Register of Deeds

- 25. Budget Status Financial Report for June 2009. No other Agenda items.**

Motion made by Supervisor Kaster and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Land Information Office – No Agenda Items.

Property Listing – No Agenda Items.

Zoning – No Agenda Items.

Other

- 26. Resolution re: Requesting that the State of Wisconsin Department of Transportation Exclude Roundabouts in that portion of the US-41 Project Involving Roads in Brown County:**

Motion made by Supervisor Haefs and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY.

- 27. Audit of Bills:**

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve payment of bills. MOTION APPROVED UNANIMOUSLY.

- 22. Such Other Matters as Authorized by Law: None.**

Motion made by Supervisor Dantine and seconded by Supervisor Kaster to adjourn at 10:40 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

DRAFT

BROWN COUNTY HIGHWAY DEPARTMENT UNION LEAD WORKER

A. PURPOSE:

To enable staff members to develop knowledge, new skills, gain a broader understanding of operations/programs, and to more effectively use staff.

B. DESCRIPTION:

A Lead Worker is the temporary assignment of employees from their current job as part of a team to a Lead Worker within the organization as a way to achieve our strategic and project objectives such as training employees, enhancing career development and preventing job boredom or burnout. It is our intention to provide opportunities for those who wish to gain leadership and project management experience to be provided with an on-the-job opportunity to learn and develop skills that they may need for future assignments as opportunities are available.

C GUIDELINES:

The Lead Worker will be utilized on a project need basis, this will be determined at Management's discretion because not all projects warrant the need for a Lead Worker. They may be needed to help cover for situations such as Superintendent time off, unavailability due to conflicts, managing multiple projects, or to assist in smoother operation of projects.

The Highway Department encourages staff to take advantage of opportunities to develop their knowledge and skills, using various learning opportunities both on and off the job. Further education and development allow employees to increase their knowledge and skills, it also allows the Highway Department to make effective use of staff and their talents. These opportunities will be evaluated with other opportunities for appropriateness and must be balanced with other Department needs.

The temporary assignment of an employee to a Lead Worker position for a specified period of time or for a specific project will enable them to learn leadership and project management skills. This is normally a voluntary assignment where the employee treats the assigned duties as part of their regular responsibilities. The Lead Worker will stay in this position as long as needed for the appointment and the performance is satisfactory.

Any employee may initiate a request for a Lead Worker assignment. The assignment must be in the area of their current bid position, for example an individual that has a construction bid may request to be on the list of a Lead Worker, but only for the Construction Crew; the same applies for the Paving Crew and the Bridge Crew. We will establish a list of individuals in each of the 3 areas based on seniority and qualifications. Lead Worker 1 on the list will be utilized when needed and available, if unavailable or a second project is needed in the same area, we will continue with the Lead Worker 2 on the list and so on.

An employee in the Lead Worker assignment shall normally remain in the same position number and classification and shall retain all rights, benefits and privileges of the position, but will receive Lead Worker position compensation (because some job bids have different rates, the compensation will be a set amount above the employee's current bid rate).

The employee in the Lead Worker position will be able to list the experience gained as a part of his/her qualifications on future employment applications.

An employee in the Lead Worker position shall retain eligibility for promotional opportunities.

Once the Lead Worker list is established or changes made to the list a copy will be sent to the HR Analyst and the Union.

The duration of the Lead Worker assignment shall be determined prior to the beginning of the assignment to the best of Management's ability. The assignment may be extended by mutual agreement of the parties. Management may terminate the assignment at any time or if performance issues warrant the termination. If Management is unsatisfied with the performance the Lead Worker will be given a chance to rectify the performance issue.

If the Lead Worker assignment is terminated, the termination should be documented by memorandum, signed by all individuals on the original agreement and copied to all parties, including Human Resources.

Expectations of the Lead Worker include:

- Work well with others
- Able to answer questions and make judgment calls
- Organized-Equipment and Employees
- Motivate
- Manage workloads
- Keeping Superintendents informed about issues that arise

Lead Worker positions are non-supervisory positions and are unable to hire, terminate, evaluate or discipline employees.

In the future, Lead Workers may be utilized for "on-call" purposes, at which time guidelines and compensation would have to be established.

Questions or concerns regarding the Lead Worker assignment should be addressed with Management and/or Human Resources.

BROWN COUNTY HIGHWAY DEPARTMENT LEAD WORKER

EXAMPLE OF LISTING:

PAVING	CONSTRUCTION	BRIDGE/CULVERT
1. (Name)	1. (Name)	1. (Name)
2. (Name)	2. (Name)	2. (Name)
3. (Name)	3. (Name)	3. (Name)
4. (Name)	4. (Name)	4. (Name)

Numbers on list will vary, dependent upon interest

EXAMPLE OF PROJECT(S):

CONSTRUCTION:

1. (Name) – Bulldozer Operator
2. (Name) – Excavator Operator
3. (Name) – Roller Operator
4. (Name) – Haul Truck Operator

- Lead Workers will be listed by seniority (example above).
- If 2 Lead Workers are currently working on the same job, the more senior employee will be the assigned Lead Worker to that particular job.
- If 2 jobs are operating at the same time and more senior employees are needed on Job 1, the most senior employee remaining on the Lead Worker list will be the assigned Lead Worker on Job 2 (example: #1-bulldozer and #2-excavator are working Job 1, then #3-roller would be the Lead Worker on Job 2).
- If 2 jobs are operating at the same time and overtime is needed, the currently assigned Lead Worker to that particular job will receive the overtime (a more senior Lead Worker assigned to a different job WILL NOT be able to bump a less senior Lead Worker from a job he/she is currently assigned to – due to overtime work).

Highway employees working over 12 hours

Pay Period 6-15-09 to 6-27-09

<u>Date</u>	<u>Name</u>	<u>Hours</u>	<u>Reason</u>
No Labor more than 12 hours except emergency blowouts			

Pay Period 6-28-09 to 7-11-09

<u>Date</u>	<u>Name</u>	<u>Hours</u>	<u>Reason</u>
7/7/2009	Paul Ignatowski	13.5	Flagging for Blacktop rollers
7/7/2009	Scott Sequin	13.5	Flagging for Blacktop rollers
7/7/2009	Todd Tilkens	13	Finish Rolling for Blacktop Project
7/7/2009	Tracy Peot	13	Finish Rolling for Blacktop Project

*Note: The Highway Dept employees are on 10 hour days from the 2nd Monday in April thru the last Friday in Sept.

EXAMPLES

- 1) January 2009 enplanements: 24,749
 January 2008 enplanements: 36,206
 75% of 36,206 = 27,154.

The January 2009 total is less than 75% of the January 2008 enplanements (27,154) so the MAG is abated and tenant pays 15% of gross receipts.

Gross receipts in January 2009 = 32,219

Rent for January 2009 = 15% x 32,219 = 4,832.88

- 2) April 2009 enplanements: 28,989
 April 2008 enplanements: 37,032
 75% of 37,032 = 27,774

April 2009 enplanements total is greater than 75% of April 2008 total so we must do second comparison.

April 2006 (year preceding first year of lease) enplanements = 36,439

75% of 36,439 = 27,329

April 2009 enplanements total is greater than 75% of April 2006 total so there is no abatement of MAG under second part of test.

Rent is 9,533 or 16% of gross receipts

Gross receipts = 36,037 x .16 = 5,765.92 so MAG applies. Rent of 9,533 is effectively 26% of gross receipts.

- 3) Hypothetical Example
 August 2008 enplanements = 38,793
 August 2009 enplanements = 30,646
 August 2006 enplanements = 41,480

75% of 2008 enplanements = 29,094

The August 2009 total exceeds 29,094 so there is no relief from MAG in first part of test
but 75% of August 2006 total of enplanements = 31,110.

The August 2009 total is less than 75% of August 2006 enplanements so under the second part of the test the MAG is abated pursuant to the lease and rent is 15% of gross receipts.

PROJECT NAME: ROOF REPLACEMENT AT AIRPORT

PROJECT # 1368 SEALED BID

BUYER - DCD

DUE DATE & TIME : 7/23/09 AT 11:00 A.M.

OPENING DATE & TIME: 7/23/09 at 11:00 A.M.

[illegible]

	Annual Budget	YTD Budget	YTD Actual
Personnel	\$ 274,970	\$ 136,103	\$ 105,673
Fringe Benefits	\$ 111,440	\$ 55,720	\$ 38,060
Operations & Maintenance	\$ 254,214	\$ 134,637	\$ 150,843
Travel & Conference	\$ 15,000	\$ 7,500	\$ 5,734
Utilities	\$ 7,700	\$ 3,850	\$ 3,150
Contracted Services	\$ 129,508	\$ 64,754	\$ 61,243
Other Expenses	\$ 51,189	\$ 35,939	\$ 850
Property Tax Revenue	\$ 463,240	\$ 231,620	\$ 231,618
Intergov't Revenue	\$ 215,776	\$ 109,638	\$ 84,382
Public Charges	\$ 65,892	\$ 32,946	\$ 48,160
Miscellaneous Revenue	\$ 50,391	\$ 25,196	\$ 11,181
Transfer In	\$ 48,722	\$ 42,235	\$ 33,248

HIGHLIGHTS:

Expenses:

Revenues:

